

KITTERY PUBLIC WORKS DEPARTMENT
200 Rogers Road Ext.
P.O. Box 808
Kittery, Maine 03904
207-439-0333

APPLICATION FOR EMPLOYMENT

NOTE: Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status. Please type or print all information requested. A resume may be attached to this application.

Date of Application: _____ Position Applied for: _____

Name of Applicant: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City/Town) (State) (Zip)

Mailing Address: _____
(if different than above)

Telephone # _____ Social Security # _____

Name, Address, and Telephone Number of person to be notified in case of emergency: _____

Are you currently employed? Yes _____ No _____ (Telephone #) _____

May we contact your present employer? Yes _____ No _____

If Yes, Name of Person: _____ (Telephone #) _____

Are you a citizen of the United States? Yes _____ No _____

If Naturalized, give date and place of Naturalization: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes _____ No _____ (Proof of citizenship or immigration status will be required upon employment)

Are you available to work: Full Time _____ Part Time _____ Seasonal _____

On what date would you be available to work? _____

Can you type? Yes _____ No _____ Are you Computer Literate? Yes _____ No _____

Do you have a valid Driver's License? Yes _____ No _____ License # _____

Birth Date _____ State _____ Class _____

Driving Experience: _____ Type of Equip. _____ Dates _____ Approx. # Miles _____

Straight Truck _____

Tractor/Trailer(s) _____

Other _____

Safe Driving Awards You Now Hold and From Whom? _____

Have you been convicted of any motor vehicle violations other than parking tickets in the last five years? Yes _____ No _____ If Yes, provide details: _____

Accident Record for Past 5 Years _____ Not Applicable

Dates:	Nature of Accident:	Fatalities:	Injuries:

Applicants for seasonal positions or full time laborer, driver/laborer, light equipment operator or mechanic should list and explain any pre-existing injuries, medical conditions or handicaps that could affect your performance under moderate to heavy laboring conditions.

List any professional, trade, business or civic activities and offices held _____

Are you a veteran of the U.S. Military Service? Yes _____ No _____ If Yes, list Branch of Service, years served and when, highest rank attained and type of discharge: _____

EDUCATIONAL BACKGROUND

Elementary School: _____	Years Completed _____
High School: _____	Years Completed _____
College/University: _____	Years Completed _____
Degrees: _____	Years Completed _____
Graduate/Professional: _____	
Course of Study: _____	
Honors/Awards Received: _____	
Specialized Training, Certifications, Apprenticeship, etc: _____	

References:

List name, address and telephone number of three (3) references who are not related to you.

Employment Experience:

Starting with your present or most recent job, list your employment experience for the past 10 years.

1. Employer: From _____ To: _____

(Name of Company)

(Address)

(Telephone #)

(Position Held)

Duties: _____

Reason for Leaving: _____

2. Employer: From _____ To: _____

(Name of Company)

(Address)

(Telephone #)

(Position Held)

Duties: _____

Reason for Leaving: _____

3. Employer: From _____ To: _____

(Name of Company)

(Address)

(Telephone)

(Position Held)

Duties: _____

Reason for Leaving: _____

Special Skills & Qualifications: Summarize any special skills and qualifications acquired from prior employment, training or other experiences:

Signature of Applicant _____

Date: _____

BACKGROUND, PUBLIC WORKS DEPARTMENT APPLICANTS

The following information is provided to and required for employment with the Kittery Public Works Department.

All finalists applicants must provide a photocopy of their current driver's license. These submissions are required for background investigation purposes.

All applicants must sign the statement at the bottom of this sheet to authorize a thorough background investigation prior to employment. Please indicate if you do not wish your current employer contacted.

All finalists for a full time driver type Public Works position may be required to submit to a finger print check for background information purposes.

All finalists for a full time position will be required to submit to alcohol and drug testing as required by the Federal Omnibus Transportation Employee Testing Act of 1991.

All finalists for a part-time position may be required to submit to alcohol and drug testing.

The finalist for a full time Public Works position will be required to pass a post-offer physical examination.

I hereby waive my rights under the Federal Government Privacy Act of 1974 and voluntarily give consent for information concerning prior employment, financial transactions and education to be released. I understand my refusal to waive my rights under the Privacy Act will have no adverse effects on my consideration for employment. I understand that the information required herein is particular to positions within the Kittery Public Works Department.

Signature of Applicant _____

Date: _____